

Maintenance of CAP Aircraft
CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, dated 1 Feb 2000, is supplemented as follows:

1. LAW Supplement 3 to CAPR 66-1, dated 1 April 2000 is rescinded and replaced by this supplement.
2. The following paragraphs are changed and form the guidance necessary to implement the Louisiana Wing Centralized Maintenance Management Program (CMMP) IAW CAPR 66-1, para 4:
 - 2.c.1) Added: All original FSDO approved FAA Form 337s will be filed into the aircraft maintenance records. Copies of all FSDO approved FAA Form 337s will be sent to the wing maintenance officer to be included in the wing aircraft maintenance records.
 - 5.a Added: Aircraft maintenance discrepancies or actions will be logged on a LA CAP Form 661A (Attachment 1). Completed LA CAP Form 661As will remain in the Aircraft's Information File (AIF) until the open write up is corrected or cleared by a competent authority. Closed LA CAP Form 661As will be maintained in the appropriate section of the AIF for six months for trend reference. Copies of changed (opened or closed) LA Form 661As will be sent monthly to the wing maintenance officer along with a copy of the LA CAP Form 661B (Attachment 2) to allow tracking of write ups, maintenance actions / costs, and flight activities. Individual flight time will be tracked using the LA CAP Form 661C (Attachment 3). Hobbs times will be transferred from this form to the appropriate sections of the LA CAP Form 661B prior to submission to wing. Times from private aircraft released by the unit, will be annotated on the LA CAP Form 661B, in the respective mission code block, before the corporate time for that code. Example: A1: 1.0 / 3.5 shows 1.0 of private and 3.5 of corporate flying for code A1. The wing maintenance officer will return a complete printed set of LA CAP Form 661As along with the aircraft inspection tracker each month. The squadron maintenance officer will replace the hand written LA CAP Form 661As with the printed LA CAP Form 661As each month. He/she will ensure all additional write-ups are kept with the LA CAP Form 661As and check that any write-ups added by the wing maintenance officer, to cover LA Wing directed maintenance actions, are accounted for in the write-up numbering system for each aircraft.
 - 5.a.1) Added: When discovered, discrepancies will be given a tracking number based on the calendar year and the next discrepancy number for that year in the unit (i.e. the first discrepancy for CY XX will be XX-01, the second XX-02, etc.). All blocks on the LA CAP Form 661A for the respective discrepancy will be filled in prior to submission. After correcting the discrepancy, the correction blocks will be completed along with the required FAA annotations to the aircraft's logs. The item will then be closed on both the local and wing records.
 - 5.b. Added: All flights will be logged on the LA CAP Form 661C. This log is intended to mirror the pilot's logbook entries for tracking purposes. At a minimum, a new entry will be started whenever a fuel stop is made or a new flight release officer is used, whichever occurs first.
 - 6.d. Added: Placards other than those required by CAPR 66-1 or the FARs, will not be placed in the CAP aircraft. All other required aircraft annotations will be placed in the aircraft checklist.
 - 8.b.1) Added: Aircraft oil analysis will be completed using wing-supplied kits. The mechanic will send the kits directly to the laboratory after the sample is taken. When results are completed, the laboratory will send them to the wing maintenance officer for inclusion in the wing aircraft maintenance records. The wing maintenance officer will forward a copy of the results to the squadron maintenance officer along with the next monthly aircraft inspection tracker. Oil analysis will be accomplished at every 100 hour / annual inspection. The time span may be changed to every 50 hours when directed by the wing maintenance officer.

8.b.2) Added: FAR 91.409 b) and CAPR 66-1, para 8.b allow over flight of 100 hour inspections. LA Wing aircraft will not over fly 100 hour inspections. Inspection due times are noted monthly on the Aircraft Inspection Tracker. Squadron maintenance officers will schedule all inspections as annuals unless coordinated with the wing maintenance officer. Prior to accepting the aircraft back into service, the squadron maintenance officer will check the aircraft airframe, engine and propeller log books to ensure the appropriate entries have been made and signed off. He/she will also ensure the total airframe, engine and propeller times have been properly carried forward. Acceptance of the aircraft back into service is the squadron maintenance officer's certification that these steps have been accomplished. He/she will ensure the correct tach time is annotated on the LA CAP Form 661B. This data will be tracked by the wing maintenance officer and checked on an annual basis with each squadron maintenance officer for accuracy.

8.e.3) a) Added: Wing pilots will write in pencil the results of the VOR operational test check on the monthly aircraft inspection tracker in the aircraft information log. The allocated block on the tracker is the only appropriate log for the VOR checks required by CAPR 66-1, para 8.e.3) and FAR part 91.171.

8.e.4) a) Added: ELT inspections will be completed every time an annual inspection is completed on an aircraft in order to ensure the FAR 91.207 (d) annual requirement is met. Batteries will be changed if the manufacturer's recommended life cycle will be exceeded before the next expected annual inspection.

8.g Added: All required inspections (annual, 100 hour, mid cycle, etc.) will be entered on the LA CAP Form 661A as maintenance actions and then signed off and cleared when the inspection and FAA documentation is completed. This will automatically provide a record of necessary maintenance inspections to the wing maintenance officer.

11.h. 1) Added: Each squadron commander is responsible for and will determine the appropriate aircraft survival kit for the mission being performed. At a minimum, the kit will include some type of: first aid kit, survival rations, unbreakable visual signaling device, and flashlight with two sets of batteries. Each kit will have a list of contents and be inspected every time an aircraft annual inspection is completed. Expired items will be removed and replaced. No pyrotechnic devices will be carried in the survival kits.

11.i. Added: Each aircraft will have a wing approved, standard format checklist. Checklists will incorporate all POH steps plus all steps from any STC'd equipment installed on the aircraft. Format will have a normal procedures, emergency procedures, and mission planning section. Both the wing commander and maintenance officer will approve final versions. Once approved, only wing checklists will be used in corporate aircraft. Pen and ink changes to the checklists are not authorized. Units will provide updates for checklist revision anytime equipment or the aircraft changes. The wing maintenance officer will maintain the current version of all checklists.

14.a.3) Added: The wing maintenance officer will track all maintenance costs paid for from wing or national funds. These costs will be checked to ensure actual repair costs are in line with the pre repair estimate. Wing maintenance officer will provide the wing commander a break down of all wing and national paid maintenance costs per aircraft each FY. This report is due NLT Jan of the following year. Additionally, the wing maintenance officer will be prepared to provide estimates of progress towards the wing's flying goal, based on current flying trends, when requested by the wing commander or DO.

14.b. 1) Added: Unit flight hours for payment purposes will be reported via an LA CAP Form 661E (Attachment 5). Section 2 will include all flight hours exempt from payment. Include mission code, mission number (if applicable) and a complete reason for the exemption. IAW CAPR 66-1, para 14.b., the wing commander will set wing maintenance hourly rates by aircraft type. Wing maintenance rates will be set annually, NLT 1 Nov, via a wing policy letter. Squadron commanders with aircraft assigned will respond to the wing commander via letter. This letter will state the total rate charged by the squadron per flight hour to members and if this is a dry or wet rate. The letter is due NLT 1 Dec of each year.


14.c. Added: Squadron maintenance officers will contact the wing maintenance officer for a maintenance tracking number prior to committing CAP funds for other than emergency repairs. Prior to contacting the wing maintenance officer, the squadron maintenance officer will have the LA CAP Form 661A write-up tracking number, write-up summary, and an estimate of the repair costs from the vendor. The maintenance tracking number should be entered along with the write-up on the LA CAP Form 661A and placed on the vendor's bill, prior to submission to wing headquarters. Any inspections over flown will be paid for by the squadron and not wing. Because fuel costs are now fully reimbursed and 50% of the maintenance funds for Air Force assigned missions are passed to the units, squadrons are responsible for paying any maintenance bills less than two hundred fifty (\$250) dollars.

15.e Added: A certification letter (LA CAP Form 661D, Attachment 4) will be submitted by the appropriate squadron commander to the wing maintenance officer NLT 30 June of each calendar year or whenever an aircraft is transferred intra wing. The certification letter will be filled in to provide wing configuration management oversight. Include both manufacturers' name and model numbers were appropriate. LA CAP Form 661D will be signed and dated prior to submission.


3. LA Form 24 (Rev 4/96) is rescinded and will not be used. CAPF 70 will be used in its place.

4. Aircraft and engine maintenance logs will not be carried on wing aircraft except when deploying to the annual AF evaluation SAREX or while ferrying the aircraft to a repair station for maintenance.

OFFICIAL:



PAUL P. RAPPMUNDT, Capt, CAP
Director of Operations



MARY D. BERKOWITZ, Colonel, CAP
Wing Commander

5 Attachments:

1. Aircraft Maintenance Action Form, LA CAP Form 611A, Feb 02
2. Monthly Aircraft Flying and Maintenance Report, LA CAP Form 611B, Feb 02
3. LA CAP Wing Flight Time Log, LA CAP Form 611C, Feb 02
4. LA Wing Tie Down Letter, LA CAP Form 611D, Feb 02
5. LA Wing Centralized Maintenance Cost Report, LA CAP Form 611E, Feb 02

**CIVIL AIR PATROL, LOUISIANA WING
AIRCRAFT MAINTENANCE ACTION FORM**
N _____ CAP FLIGHT _____

Please give a complete problem description, include any information you feel is important (airspeed, altitude, attitude, etc.)

Tracking No:	Discrepancy: __	
		Tach Time:
Date:	Pilot:	Phone:()
Corrective Action: __		
Repairer:	Date:	Tach Time:

Tracking No:	Discrepancy: __	
		Tach Time:
Date:	Pilot:	Phone:()
Corrective Action: __		
Repairer:	Date:	Tach Time:

Tracking No:	Discrepancy: __	
		Tach Time:
Date:	Pilot:	Phone:()
Corrective Action:		
Repairer:	Date:	Tach Time:



**HEADQUARTERS
CIVIL AIR PATROL LOUISIANA WING
UNITED STATES AIR FORCE AUXILIARY
8550 LLOYD STEARMAN DR, SUITE 118
NEW ORLEANS, LOUISIANA 70126-8034**

***** MONTHLY AIRCRAFT FLYING AND MAINTENANCE REPORT *****

This report is to be completed as of the last day of each month for each corporate owned CAP aircraft by the unit to which the aircraft is assigned on the last day of the report month.

Send report directly to both Wing HQ (Original) and Wing Aircraft Maintenance Officer (Copy) NLT 5th of the following month.

THIS IS A MAJOR EVALUATION REPORT

1. Report for the month of: _____, _____		Aircraft Type: _____		Tail No: N _____		CAPF: _____	
2. Aircraft assigned to: SWR-LA- _____				Located at: K _____			
3. Tach After Last Flight of Month: _____ Hrs		Hobbs After Last Flight of Month: _____ Hrs		4. Tach Before First Flight of Month: _____ Hrs		Hobbs Before First Flight of Month: _____ Hrs	
5. Tach Time Flown During Month: _____ Hrs		Hobbs Time Flown During Month: _____ Hrs		6. Date Annual Complete: _____		Total A/C Tach Time: _____ Hrs	
7. Date Hoses Replaced: _____		Tach @ Annual: _____ Hrs		Total Eng Tach Time: _____ Hrs		8. Date ELT Inspection: _____	
9. Date Engine Mounts: _____		Tach @ Mid Cycle: _____ Hrs		Total Prop Tach Time: _____ Hrs		9. Date Engine Mounts: _____	
Tach @ 100 Hr: _____ Hrs		Total Govn Tach Time: _____ Hrs					
10. Flying Breakdown by (HOBBS Hours) for RCS S-1 Report: All Released Aircraft (Private / Corporate)							
A1 AFRCC SAR Mission: _____ / _____		B8 Squadron / Higher Conf Mtgs or MX Flights: _____ / _____		B16 Cdt Train Flights / Encampments: _____ / _____			
A2 AFNSEP Missions: _____ / _____		B9 Red Cross Missions: _____ / _____		B17 CAPF 5 / 91 Flights: _____ / _____			
A3 Counter Drug: _____ / _____		B10 FEMA Missions: _____ / _____					
A4 AF Assigned Missions: _____ / _____		B11 NOAA / MWS Missions: _____ / _____		B99 Other Flights Approved By The USAF: _____ / _____			
A5 SAR/DR Training /911T/ CAPR 60-2 Inspections: _____ / _____		B12 Mission Pilot Pro: _____ / _____		C1 Proficiency Flights: _____ / _____			
A6 AFTROC Orientation: _____ / _____		B13 Federal / National Agencies with MOU: _____ / _____		C2 State, County, Local Supt: _____ / _____			
A7 CAPF 5 / 91 Flights: _____ / _____		B14 State, Cnty, Local Agencies with MOU: _____ / _____		C3 Other CAP Flying: _____ / _____			
L1 CAP Liaison Flights: _____ / _____		B15 Cadet Orientation IAW CAPF 77: _____ / _____					
10. The following are In the A/C and have not expired:							
Aircraft Information Log: <input type="checkbox"/>		Registration: <input type="checkbox"/>		Airworthiness Cert: <input type="checkbox"/>		Manufacturer's POH: <input type="checkbox"/>	
Weight & Balance: <input type="checkbox"/>		First Aid Kit: <input type="checkbox"/>		Survival Kit: <input type="checkbox"/>		Fire Extinguisher: <input type="checkbox"/>	
Required CAP Placards: <input type="checkbox"/>		Sun Screens/Cover: <input type="checkbox"/>		Tie Downs: <input type="checkbox"/>		Water Gear: <input type="checkbox"/>	
11. Number of days out of service: _____				Reason: _____			
12. Condition of aircraft: _____							
13. Date Prepared: _____				14. Submitted By: _____			
15. Unit: _____				Position: _____			
16. Phone No. of individual preparing report: _____				Home: _____		Work: _____	

LA CAP FORM 661B FEB 02 (NO PREVIOUS EDITIONS)

LA CAP WING FLIGHT TIME LOG
CREWS WILL CHECK LA CAP FORM 661As AND AIRCRAFT INSPECTION TRACKER PRIOR TO EACH FLIGHT

LA CAP WING FLIGHT TIME LOG
CREWS WILL CHECK LA CAP FORM 661As AND AIRCRAFT INSPECTION TRACKER PRIOR TO EACH FLIGHT

Flight Time Log For The Month Of:						Aircraft #: N		CPF: 16		
Month Starting Tach:				Hrs		Month Starting Hobbs:			Hrs	
FLIGHT CODES: See Explanation on LA CAPF 661B										
Date	Tach Time	Total Tach	Release Officer	Hobbs Time	Total Hobbs	From To	Flight Code	Pilot / Crew	Remarks Billing	
	In			In						
	Out			Out						
	In			In						
	Out			Out						
	In			In						
	Out			Out						
	In			In						
	Out			Out						
	In			In						
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	In			In						
	Out			Out						
	In			In						
	Out			Out						
	In			In						
	Out			Out						
Month Ending Tach:				Hrs		Month Ending Hobbs			Hrs	
NOTE: Use Hobbs readings for recording breakdown of flying hours on LA CAP Form 661 B, Section 10.										



HEADQUARTERS LOUISIANA WING

Civil Air Patrol, USAF Auxiliary
8550 Lloyd Stearman Dr, Suite 118
New Orleans, Louisiana 70126-8034
Colonel Mary D. Berkowitz, Commander



Date: 30 Jun 20__

MEMORANDUM FOR WING AIRCRAFT MAINTENANCE OFFICER

FROM: LA CAP SQUADRON SWR-LA- ____, Home Station: K_____

SUBJECT: Annual CAP Corporate aircraft certification N _____, CAP Flight: _____

1. This letter is to certify the aircraft assigned to my squadron is maintained IAW CAPR 66-1 and FAR Parts 43 and 91. The following items are provided for the wing records:

a. The aircraft has the necessary tie downs to comply with CAPR 66-1, paragraph 15.

b. The following list shows current inspection status of the aircraft:

- | | | |
|--------------------------|-------------|---------------------------------|
| 1) Annual Completed: | Date: _____ | Tach Time: _____ |
| 2) Pitot Static Check: | Date: _____ | Transponder Check: Date: _____ |
| 3) Corrosion Control | Date: _____ | Fluid Hoses Changed Date: _____ |
| 4) Engine Mounts Changed | Date: _____ | |

c. The following list shows the equipment configuration of the aircraft:

- | | | |
|-------------------------|--------------|-------------------------|
| 1) Aircraft | Model: _____ | S/N: _____ |
| 2) Engine | Model: _____ | S/N: _____ HP: _____ |
| 3) Propeller | Model: _____ | S/N: _____ |
| 4) Nav Com #1 | Model: _____ | OBS #1 Model: _____ |
| 5) Nav Com #2 | Model: _____ | OBS #2 Model: _____ |
| 6) ADF | Model: _____ | DME Model: _____ |
| 7) Transponder | Model: _____ | Autopilot Model: _____ |
| 8) GPS | Model: _____ | Database Updated: _____ |
| 9) LORAN | Model: _____ | Database Updated: _____ |
| 10) Audio Panel | Model: _____ | FM Radio Model: _____ |
| 11) EGT Gauge | Model: _____ | ELT Model: _____ |
| 12) Slow Scan Equipment | Model: _____ | |

13) Please Circle Correct Response

- | | | | |
|--------------------------|--------------------------------|-----------------------|----------|
| A) Paint Condition | Poor / Fair / Good / Excellent | Date Last Done: _____ | |
| B) Interior | Poor / Fair / Good / Excellent | Date Last Done: _____ | |
| C) Iceman | Yes / No | D) Operating Hobbs | Yes / No |
| E) Strobes | Yes / No | F) Pulse Light | Yes / No |
| G) Standby Vacuum System | Yes / No | H) CO Detector | Yes / No |
| I) Sun Screens / Cover | Yes / No | J) Tie Downs & Case | Yes / No |
| K) Hangered | Yes / No | L) Rosen Visors | Yes / No |
| M) Radio Lock | Yes / No | N) Hangered | Yes / No |

_____, _____, CAP

Squadron Commander

LA CAP FORM 661D FEB 02 (NO PREVIOUS EDITIONS)



HEADQUARTERS LOUISIANA WING

Civil Air Patrol, USAF Auxiliary
8550 Lloyd Stearman Dr, Suite 118
New Orleans, Louisiana 70126-8034
Colonel Mary D. Berkowitz, Commander



CENTRALIZED MAINTENANCE COST REPORT

THIS REPORT COVERS HOURS FLOWN AND MAINTENANCE CHARGES ON CORPORATE AIRCRAFT

TAIL NUMBER: N _____ FOR THE MONTH OF _____, 20____

1. HOURS FLOWN:

a. Ending Hobbs Reading: _____
b. Beginning Hobbs Reading: _____
Total Hours Flown: _____

2. HOURS EXEMPT (Include Date, Mission # (If Applicable), and Full Explanation):

Date and Reason for Exemption	Hours
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL: _____	

3. NET HOURS CHARGEABLE

#1 _____ - #2 _____ TOTAL: _____

4. GROSS MAINTENANCE CHARGE:

#3 _____ x _____ (Maintenance Fee) TOTAL: \$ _____

5. NET AMOUNT DUE TO WING: (ATTACH CHECK FOR AMOUNT DUE TO WING)

Amount from #4 TOTAL: \$ _____